

OVERSEAS PAKISTANIS FOUNDATION

INTERNSHIP OPPORTUNITY

OPF invites applications from energetic young graduates for internship opportunity at Reception Desk, Overseas Pakistanis Foundation (OPF), Islamabad.

Intern for Front Desk/ Reception

Requirements	Skills Required
<ul style="list-style-type: none">• Qualification: Graduate (14 years of education)• Maximum Age Limit: 30 years• Duration: 6 months (extendable)• Location: Reception Desk, OPF Head Office, Islamabad.• Gender: Female• Position: 02	<ul style="list-style-type: none">• Pleasant personality with excellent communication skills• Ability to converse in English and Urdu is essential• Excellent etiquette with mature and pleasant attributes

Benefits Offered

- A handsome monthly stipend
- Conducive Learning Environment
- Internship Completion Certificate

If interested, send your resume at career@opf.org.pk by 27.11.2022

Note:

- i. Those who have already completed one year internship at OPF are not eligible to apply again for the internship.
- ii. Only resident of Islamabad and Rawalpindi will be called for interview.
- iii. Please mention "Internship at Reception Desk" in email subject line.